

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN
COUNTY BOARD MEETING**

August 26, 2010

PRESENT: Keith Pamperin, Donajane Brasch, Pat Finder-Stone, Bill Clancy, Judy Parrish, Grace Aanonsen, Tom Diedrick, Steve Daniels, Libbie Miller

EXCUSED: Pat Cochran

ALSO PRESENT: Sunny Archambault, Arlene Westphal, Debra Bowers, Devon Christianson, Katie Erickson, Amy Lancelle, Diana Brown, Denise Misovec, Jane Smith

PLEDGE OF ALLEGIANCE.

INTRODUCTIONS: Introductions were made by Board Members and those present.

ADOPTION OF AGENDA: A motion was made by Ms. Miller and seconded by Sup. Clancy to adopt the August 26, 2010 agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 22, 2010: Mr. Pamperin moved and Ms. Brasch seconded to approve the minutes of the regular meeting of July 22, 2010.

FINANCIAL REPORT:

A. APPROVAL OF THE JULY 2010 FINANCE REPORT: Ms. Archambault reported everything appears to be on target. She noted that we are under spent in Food Costs by \$11,800; however, we have not received the amount of revenue budgeted for under Nutrition Project Income, Nutrition-Housing Units Project Income, Nutrition Services Incentive Program and Home Delivered Meals COP Income so we may need to transfer dollars into that. We also may consider starting a waiting list or at least keep an eye on this.

Under the 2010 Equipment Budget we are over spent in Building Improvements. We encountered some water leaks which involved digging up the front sidewalk and replacing some piping. This repair cost was \$4300 and will be added to the remodeling costs

Mr. Daniels moved and Ms. Aanonsen seconded to approve the July 2010 Finance Report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS: Board members reviewed the donation of \$560 from Richard Sieg for the Falls Prevention Program.

Ms. Finder-Stone moved and Ms. Parrish seconded to approve the Restricted Donations. **MOTION CARRIED.**

C. REVIEW AND APPROVAL OF 2009 AUDIT: Ms. Bowers, accountant for the ADRC, reported that we had a very good 2009 Audit. She did draw attention to page 10 of the audit report under Internal Control Over Financial Reporting, paragraph 3. Schenck, Certified Public Accountants, reported: "We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined. However, we identified a certain deficiency in internal control over financial reporting, described in the accompanying schedule of findings and questioned costs that we consider to be a significant deficiency in internal control over financial reporting. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance." Ms. Bowers noted that this issue has come up each year because we do not have a Certified Public Accountant on staff. Ms. Finder-Stone questioned the responsibility of the Board of Directors as those in charge of governing. She brought up

the possibility of bringing in a CPA. Chairperson Diedrick stated that this is something that appears on most non-profit audits and is not unusual. Mr. Pamperin suggested Ms Bowers inform Schenck that as part of our process we forward our financial reports on to the County level. Ms. Bowers shared with the board the Summary of the Auditors' Results which states under Financial Statements, "The significant deficiency(ies) identified are not considered to be material weaknesses" and under Corrective Action Plan – Year End Financial Reporting on page 19 of the audit they state: "Management believes the cost for additional staff time and training to prepare year end financial reports outweigh the benefits."

Sup. Clancy moved and Mr. Pamperin seconded to approve the 2009 Audit. **AYES:** Keith Pamperin, Donzjane Brasch, Bill Clancy, Judy Parrish, Grace Aanonsen, Tom Diedrick, Steve Daniels, Libbie Mille. **ABSTAIN:** Patricia Finder-Stone. **MOTION CARRIED.**

D. REMODELING EXPENSE UPDATE: Ms. Archambault reported that the remodeling budget did not include new furniture for the new offices or for the newly remodeled reception area. The bid for this furniture came in at just under \$10,000. Ms. Archambault requested approval to use ADRC Grant Dollars for this expense.

Sup. Clancy moved and Ms. Brasch seconded to approve the use of ADRC Grant Dollars for new office furniture. **MOTION CARRIED.**

REPORT FROM ADD LIFE COORDINATOR: Ms. Zuidmulder introduced herself as the ADRC Add LIFE Center Program Coordinator whose duties also include supervising the front desk receptionists, 2 Senior Service Workers and the outlying senior center staff. Over 2,000 calls per month are answered at the ADRC front desk and the remodel of that area will greatly improve the privacy for phone calls.

Ms. Kitty Kaari, the new Program Coordinator at the Pulaski Senior Center, has increased their social participation, added a book club, doubled the size of the exercise class by Prevea and increased senior center attendance by 17%.

Ms. Zuidmulder reported that the ADRC Add LIFE Center is used at capacity and together with the Pulaski and Denmark Sites our numbers served have reached 42,000. By partnering with NWTC (Northwest Wisconsin Technical College) we can offer art and sewing classes, free foot care clinics that operate on a donation basis, and are adding Spanish I for the workplace. We also collaborate with Bellin Health for foot care clinics and blood pressure checks and Elder Innovations for blood pressure checks. Once a month we work together with the Veterans' Service Office of Brown County bringing senior veterans and veterans with a disability an informational program and providing them with social opportunities as well as serving lunch to over 80 people. We also offer space for AARP to provide tax services, a once a month Bingo, potluck and dance, a New Years Eve dance and social event sponsored by US Bank Eve, flu shots, and skin cancer screenings. Some of our current board members are very active in our center. Ms. Annonsen takes care of our library, Sup. Clancy donates 2 turkeys for a raffle at Thanksgiving, and Ms. Finder-Stone works with our veterans. Ms. Zuidmulder and Ms. Miller are facilitators for our Prevention Programs and Ms. Miller teaches exercise classes with a goal of offering an exercise class at a minimal cost.

Ms. Zuidmulder concluded her report by stating that advocacy is something the Add LIFE Center has struggled with for years. This past year she started an advocacy bulletin board in the atrium to promote and educate participants on issues such as Women's Suffrage, voting, and the Older Americans Act.

DISCUSSION OF ADRC GOVERNING BOARD REQUIREMENTS: Ms. Archambault referred board members to the ADRC of Wisconsin Aging and Disability Resource Center Governing Boards handout included in the board packet. This information bulletin was developed by the State to clarify the requirements for client group representation on the governing boards and explains the options for combining Commission/Committee on Aging with the ADRC governing board. Ms. Archambault reviewed the ADRC Board Membership Requirements, Conflict of Interest, the Chart of Acceptable

Client Group Proportionality, and Implementation. We will need to amend our current by-laws to reflect the new membership requirements. The board, by consensus, requested that Ms. Archambault review these requirements with the ADRC staff and bring their recommendations back to board to be reviewed at a future meeting.

ADRC UPDATE: Ms. Christianson, Assistant Director of the ADRC, introduced Amy Lancelle and Katie Erickson, our newest Information & Assistance Specialists. Ms. Lancelle comes to us from the Brown County Economic Support Department where she worked with the elderly, blind and disabled and also has experience in social services with area nursing homes.

Ms. Erickson's experience includes a Family Care Program in Milwaukee and Waukesha Counties as well as nursing home experience. She also has 5 years of experience working in a Managed Care Organization which will be very valuable with Family Care arriving.

Ms. Christianson went on to explain that there are new requirements coming our way from the State of Wisconsin Department of Health Services. The American with Disabilities Act of 1990 and the 1999 Olmstead decision states that residents have a right to receive care in the least restrictive setting. To ensure this right, residents must be provided with choices through information about care options and available supports to meet their preferences. Under the code of federal regulations, nursing homes that participate in the Medicare or Medicaid Programs must complete the Minimum Data Set (MDS) assessment for all residents upon admission to a nursing home as well as quarterly. On October 1, 2010 the Centers for Medicare and Medicaid Services (CMS) will add a new requirement to the MDS under Section Q which will require nursing homes to make a referral to the designated local contact agency for any resident who, in response to the MDS Questions, indicate they wish to talk to someone about returning to the community. The Wisconsin Department of Health Services (DHS) has designated the Aging & Disability Resource Centers (ADRCs) as the local contact agencies for their service area. The ADRC under Section Q is the same contact agency used in the Pre-Admission Consultation process. Upon receiving the referral form from the nursing home, the ADRC is responsible for contacting the resident within 5 business day by phone or in person, do options counseling, do a functional screen, and assist in fulfilling the individual's desire to relocate to community living. If the individual is a resident of another county, the local contact agency will forward the referral form to the agency serving the appropriate county.

Ms. Christianson explained that some of the issues to be resolved include deciding when to do the MDS Section Q if a Pre-Admission Consultation was just completed, coordinating discharge planning with the nursing home social worker, and the amount of time involved if we cannot make contact with the individual. For the ADRC it's a continuous struggle for staff time on the phones and being out in the field. Ms. Christianson emphasized that the Division of Quality Assurance will continue to work with ADRCs on the MDS Section Q Referral process to ensure a positive outcome for the consumer.

OLDER AMERICANS ACT REAUTHORIZATION: Ms. Archambault emphasized the fact that the Older Americans Act now contains language that refers to both the aging and people with disabilities. With the Older American Act coming up for reauthorization in 2011 it is important that we re-enforce the collaboration between these two organizations. The board, by consensus, recommended that Ms. Archambault prepare a draft to this effect for board members to vote on at the September meeting.

DIRECTOR'S REPORT: Ms. Archambault reported on the following:

- She will be on vacation the week of Labor Day.
- Ms. Archambault and Chairperson Diedrick met with County Executive Tom Hinz regarding our 2011 Budget. Executive Hinz was very supportive of our two additional staff. A list of potential budget cuts was submitted and expansion issues were discussed.

Chairperson Diedrick turned the meeting over to Vice-Chairperson Pamperin and excused himself to attend another commitment.

GWARR UPDATE: Ms. Archambault distributed the minutes of the GWarr (Greater Wisconsin Agency on Aging Resources) June 25, 2010 Board of Director's Meeting. She stated that they had held focus groups around the state to discuss the reauthorization of the Older Americans Act.

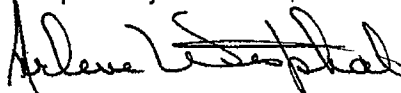
ANNOUNCEMENTS: The following announcements were made:

- A. 2010 WISCONSIN AGING NETWORK CONFERENCE:** Ms. Archambault directed board members to the handout included in the board packet for the 2010 Wisconsin Aging Network Conference being held in Wisconsin Dells, WI on September 30 – October 1, 2010 and is sponsored by GWaar (The Greater Wisconsin Agency on Aging Resources, Inc.). The conference will focus on partnerships, leadership development and new and better ways to meet the constantly changing needs of the state's elderly population. Board members of Aging & Disability Resource Centers and others who serve older peoples are urged to attend. Ms. Archambault noted that if any of the ADRC Board Members were interested in attending, to let her know.
- B. KEITH PAMPERIN HALL BUILDING RECOGNITION:** Ms. Archambault referred board members and those present to the handout announcing the building dedication ceremony for the Keith A. Pamperin Residence Hall on the University of Wisconsin-Green Bay Campus honoring Keith Pamperin, Vice-Chairperson of the ADRC Board of Directors. The ceremony will take place at 4:00 p.m. on September 8th in front of the new hall with a reception and guided tour of the hall to follow.
- Mr. Pamperin announced that he had attended the CWAG Annual Conference at the Radisson and noted that it was very well attended.
 - Ms. Finder-Stone made the following announcements:
 1. She attended a very informative session of the League of Women Voters which focused on "What's Up with Health Care Reform."
 2. The audit of Family Care will be ready in 2011.
 3. The District Meeting of CWAG will be held on October 4th at the Holiday Inn. She distributed membership forms to board members and encouraged those present to join.
 4. Ms. Finder-Stone encouraged all to vote on September 14th.
 5. Today is the anniversary of Women's Suffrage.

NEXT MEETING DATE – SEPTEMBER 23, 2010: The next meeting is scheduled for September 23, 2010 at the Aging & Disability Resource Center.

ADJOURN: Ms. Miller moved to adjourn and Ms Parrish seconded. **MOTION CARRIED.** The meeting adjourned at 10:03 a.m.

Respectfully submitted,



Arlene Westphal, Secretary